

# COFFS HARBOUR CITY COUNCIL

## 2018/19 ANNUAL REPORT – SECTION 2

### REGULATORY INFORMATION



**MyCOFFS**

“connected – sustainable – thriving”

## Contents

Report Item	Page
Introduction	1
Compliance with Special Rate Variation Approval Conditions	2
Capital Works Projects (as per Capital Expenditure Guidelines)	14
Overseas Visits	15
Elected Members' Expenses	16
Major Contracts Awarded	17
Legal Proceedings	19
Works Subsidised On Private Land	22
Donations and Contributions	23
Rates and Charges Written Off	25
Functions Delegated by Council	26
Companies In Which Council Held A Controlling Interest	26
Partnerships, Cooperatives or Other Joint Ventures	26
Planning Agreements	27
Environmental Upgrade Agreements	29
Equal Opportunity Management Plan Activities	30
General Manager Remuneration Package	34
Senior Staff Remuneration Package	35
Storm water Management Services (Progress: Page 2)	36
Coastal Protection Services	36
Companion Animal Act – Compliance	37
Assets Acquired and Held; Condition of Public Works	40
Public Interest Disclosures	43
Carers Recognition Act	44
Fisheries Management Act	45
Swimming Pool Inspections	46

*Continued next page*

*COVER IMAGE:  
CoastalWorks roof construction work  
as part of the refurbishment of the  
Emerald Beach Water Reservoir,  
May 2019*



© Coffs Harbour City Council 2019

## Contents *Continued*

<b>Report Item</b>	<b>Page</b>
Government Information Public Access Annual Report <i>Government Information (Public Access) Act 2009 and Regulation - Schedule 2 - S125(1) - cl 7 1 July 2018 to 30 June 2019</i>	Appendix 1
Disability Inclusion Action Plan - Annual Progress Report <i>Disability Inclusion Act 2014 - S13 1 July 2018 to 30 June 2019</i>	Appendix 2

## Introduction

The Annual Report refers to the period 1 July 2018 to 30 June 2019.

Section 2 of the Annual Report includes information that is prescribed by the Local Government (General) Regulation 2005. It is considered important for the community to have access to this information so it can better understand how Council has been performing both as a service provider and a community leader.

Section 1 of the Annual Report focuses on Council's significant achievements in the implementation of its Delivery Program and Operational Plan. These are the plans that are wholly Council's responsibility under the NSW Integrated Planning and Reporting (IPR) Framework.

Section 3 of the Annual Report (tabled separately) contains Council's Annual Financial Statements, as required by the Local Government Act 1993 - Section 428 (4) (a).

The Annual Report is a component of the performance monitoring provisions of the IPR legislation which also require councils to complete a six-monthly progress report on the Delivery Program and an 'End of Term' Report at the conclusion of the term of each elected council. All sections of the Annual Report, along with other IPR-related documents, can be accessed at Council's website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)



## Compliance with Special Rate Variation Approval Conditions *(continued)*

*Local Government Act 1993 - Section 508(2) and 508A  
1 July 2018 to 30 June 2019*

### ***Flood Mitigation and Drainage Works (2010)***

On 24 June 2010, the Minister for Local Government approved a special variation of **7%** for Coffs Harbour City Council commencing in 2010/11.

The approval was subject to the following conditions:

1. The Council will raise \$1,373,358 of the increase by additional rates for the costs associated with flood mitigation and drainage works, as defined by Council; for a period of ten years; and
2. Council will reduce its general income for the 2021/22 rating year by \$1,373,358 plus the equivalent cumulative proportion of this increase from any general variation increases or any special variation increases approved for the 2010/11 to 2020/21 rating years inclusive; and
3. Council clearly reports in its Annual Report for the period 2010/11 to 2020/21 information on the total income received, expenditure per project/program and outcomes achieved.

This rate variation assists in funding a ten-year program of flood mitigation and drainage works in and around Coffs Harbour.

Funding for the program is augmented by the Stormwater Levy (Stormwater Management Charge) levied by Council.

#### *Outcomes Achieved*

The works are designed to help address a long-standing need to protect significant areas of the local government area (LGA) from inundation and damage in times of high rainfall and extreme storm events. The necessity to fast-track these works was made clear in 2009 when the LGA experienced a number of flash-flooding incidents.

The program is tracking well. Four large detention basins for the Coffs Creek Catchment form the centrepiece of Council's Flood Mitigation Programme. The final basin, in Upper Shephards Lane, was officially opened in June 2019 at a cost of \$1.06m.

Design and investigation is on track for the larger projects including the Boambee/Newports Creek Flood Detention Basin and the Boambee / Newports Creek Flood Mitigation program.



## Compliance with Special Rate Variation Approval Conditions *(continued)*

Fortunately, there has been no repeat of the severe weather events of 2009. However, the completed works have performed according to design in accommodating rainfall experienced to date. There is confidence that the ongoing implementation of the works program will bring a new level of flood security.

In relation to approval condition 3 above, the following table provides information on the total income received and expenditure per project/program in 2018/19 and the outcomes achieved.

Flood Mitigation and Drainage Works Program 2018/19						
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/19 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
Construction of Flood Detention Basin (Upper Shephards Lane)	-	355,284	710,569	2,452,201	1,065,853	Complete
Stormwater Planning Studies	17,658	17,658	-	55,000	35,316	Investigations undertaken
Boambee / Newports Creek Flood Detention Basin Investigation	-	56,805	28,402	386,879	85,207	Planning study working with other Government agencies for best management outcome for environment and community. Commenced Detailed Design
Woolgoolga Flood Evacuation Investigations	-	4,477	13,033	20,000	17,510	Investigating drainage options
Creek Clearing and Drainage Works	16,085	37,530	-	50,000	53,615	Ongoing
Spagnolos Rd	0	462	-	468,486	462	Flood detention basin Land Acquisition, will be resolved with Coffs Harbour Motorway bypass
Orchid / Boulevard Mullaway - maintenance works	8,584	20,029	-	50,000	28,613	Investigating drainage options including pipe open drain and kerb to prevent water ponding in drains. Now completed. Detailed Design underway

*Continued next page*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

Flood Mitigation and Drainage Works Program 2018/19 <i>(continued)</i>						
Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/19 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
Coffs Creek Flood Warning System	4,420	4,420	-	8,840	8,840	On-going maintenance and capital upgrades
Ocean St, Woolgoolga - maintenance works	7,079	16,517	-	15,000	23,595	Ongoing
Short St / Bent St / Victoria St, Coffs Harbour - Pipe Open Drain	10,286	-	-	9,500	10,286	Investigation, survey and design for piping options - completed
Antaries Ave / Polaris Cl, Coffs Harbour - maintenance works	1,970	4,598	-	13,500	6,568	Investigation survey and design of mitigation options ongoing. Minor maintenance to increase pit capacities undertaken.
Wharf St, Woolgoolga - pipe open drain	5,539	-	-	1,800	5,539	Concept design and environmental constraint investigated
Contribution to works	17,611	41,093	-	58,704	58,704	Upper Shepherds Lane
Boambee / Newports Creek FPRMS	528	-	-	20,000	528	Investigations undertaken, design underway
Middle Creek	614	-	-	33,000	614	Flood works
Wongala Estate - pipe open drain	235,602	-	-	230,620	235,602	Construction complete

*Continued next page*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### Flood Mitigation and Drainage Works Program 2018/19 *Continued*

Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/19 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
55-57 Coramba Rd, Coramba - maintenance works	6,542	15,264	-	22,000	21,806	Trash rack to prevent overflow of pit constructed
Hill St, Coffs Harbour	307,878	-	-	185,000	307,878	Drainage works completed
Frederick / Katherine / Bray Sts	45,143	-	-	35,000	45,143	Drainage works completed
77 Blackbutt Ave, Sandy Beach	3,280	-	-	30,000	3,280	Piping of Open Drain completed
47 Rutland Rd, Bonville	47,842	-	-	48,000	47,842	Completed
Loaders Lane Bridge - creek realignment	132	308	-	440	440	Completed
Market St, Woolgoolga	140,512	-	-	160,000	140,512	Drainage works including kerb and guttering - Completed
Pade Lane, Sawtell	6,195	-	-	6,200	6,195	Stormwater improvements piping of open drain - Completed
4 Beach St / 5 Hastings St, Woolgoolga - maintenance works	2,009	4,689	-	6,500	6,698	Piping of Open Drain - Completed
23 Wirrabilla Dve, Toormina	20,374	-	-	30,000	20,374	Drainage works completed

*Continued next page*





## Compliance with Special Rate Variation Approval Conditions *(continued)*

### Flood Mitigation and Drainage Works Program 2018/19 *Continued*

Project	Funding Source			Budget Estimate (\$)	Expenditure to 30/6/19 (\$)	Comments
	Works Funded by Stormwater Levy (\$)	Works Funded by Rate Variation (\$)	Works Funded by Grants & Section 94 (\$)			
<b>Total</b>	<b>1,009,022</b>	<b>1,683,488</b>	<b>1,910,456</b>	<b>5,167,687</b>	<b>2,237,023</b>	



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### **City Centre Capital Works Program (2013-2023)**

Council initiated a City Centre revitalisation program in 2000/01, funded by a twelve-year City Centre Special Rate (referred to as the CBD Special Rate). In June 2012, Coffs Harbour City Council secured approval, via the Independent Pricing and Regulatory Tribunal (IPART), to continue the CBD Special Rate in 2012/13 to allow work, including the preparation of the City Centre Masterplan, to be carried out to support an application for a further ten-year extension of the Special Rate from 2013/14.

In June 2013, Council received notification from IPART that its application to extend the CBD Special Rate for a further ten-year period from 2013/14 was approved. This approval represented an increase of 5.43% in Council's general income for 2013/14.

The approval was subject to the following conditions:

1. The council uses the 'Additional Income' for the purposes of funding a program of City Centre capital works, including improving City streetscapes and upgrading car parking and pedestrian and traffic flows. The program of works was listed in IPART's determination, dated June 2013. *Additional Income* – means the additional general income generated above the rate pegging increase allowance.
2. The council reports in its Annual Report for each rating year over the period from 2013/14 to 2022/23 on:
  - a) The program of expenditure that was actually funded by the special variation and the reasons for any significant differences from the program listed in IPART's determination; and
  - b) The outcomes achieved as a result of the special variation.
3. The council reduces its general income for the 2023/24 rating year by:
  - a) \$691,640 (initial Reduction Amount); and
  - b) The cumulative additional income derived for the 2014/15 to 2022/23 rating years on the application of:
    - Any special variation percentage approved under section 508(2) or 508A of the Act for the council for each rating year during the period 2014/15 to 2022/23; and
    - Any general variation percentage approved under section 506 of the Act for the council for each rating year during the period from 2014/15 to 2022/23, to the 'Reduction Amount'.

*Reduction Amount* - means the Initial Reduction Amount as increased by the additional income derived for each previous rating year relating to the Initial Reduction Amount.

*continued next page*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### *City Centre Capital Works Program (2013-2023) continued*

4. The Council reports to the Office of Local Government, Department of Premier and Cabinet, by 30 November each year on its compliance with these conditions for each rating year over the period from 2013/14 to 2022/23.

In relation to approval condition 2 above, the following table provides information on the total income received and expenditure per project in 2018/19 and the outcomes achieved:

<b>City Centre Capital Works Program 2018/19</b>			
<b>Project Description</b>	<b>Revised Budget 2018/19 (\$)</b>	<b>Expenditure 2018/19 (\$)</b>	<b>Original Budget 2018/19 (\$)</b>
Marketing	23,186	5,580	23,186
Saturday Markets	57,963	688	57,963
Sunday Activation	28,981	-	28,981
Christmas Activation	23,187	32,897	23,187
Maintenance Costs	84,872	7,300	84,872
<b>TOTAL OPERATING EXPENDITURE</b>	<b>218,189</b>	<b>46,465</b>	<b>218,189</b>
City Square Upgrade - awning, lighting and landscaping	2,745,038	1,960,250	-
City Square Amphitheatre	-	314	-
City Centre Signage	-	252	-
Landscaping	-	1,132	-

*continued next page*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

City Centre Capital Works Program 2018/19 <i>(Continued)</i>			
Project Description	Revised Budget 2018/19 (\$)	Expenditure 2018/19 (\$)	Original Budget 2018/19 (\$)
Park Avenue Car Park upgrade	91,784	-	-
Relocate City Square shade sail	268,351	3,417	-
Moonee Street entry statement	30,000	-	-
Sunday Activation (capital component)	37,281	-	-
Christmas Activation (capital component)	14,235	-	-
Masterplan works	-	6,913	-
Contingency (capital)	260,112	-	10,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>3,446,801</b>	<b>1,972,278</b>	<b>10,000</b>
<b>TOTAL EXPENDITURE</b>	<b>3,664,990</b>	<b>2,018,743</b>	<b>228,189</b>
CBD Special Rate Variation	(765,854)	(765,854)	(765,854)
Transfer to /from Reserves	(2,899,136)	(1,206,919)	537,665
Interest on Investments	-	(45,970)	-
<b>TOTAL INCOME</b>	<b>(3,664,990)</b>	<b>(2,018,743)</b>	<b>(228,189)</b>
<b>FUNDING DEFICIT / (SURPLUS)</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Continued next page*



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### ***City Centre Capital Works Program 2018/19 - Achievements***

- Construction of City Square was 85% completed and will be officially opened in October 2019. Expenditure in 2018 – 2019 was \$1.9m and the total cost is expected to be \$2.75m. Project liaison was maintained with key stakeholders in the City Centre including relevant property owners and businesses located in the vicinity of the works to minimise disruption and to maximise temporary shelters for city square vendors during the construction works.
- Major events included the annual Christmas Spectacular and Lighting of the Christmas tree, Buskers in the City Centre and Coffs Coast Carols
- Assistance was provided to encourage and facilitate other organisations to host events, concerts and activities to activate City Square.



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### ***Funding for the Future - Financial Sustainability (2014-2024)***

Council requires additional funding to achieve a sustainable level of service in terms of its infrastructure. To maintain current infrastructure condition and avoid continued deterioration over time Council required an estimated \$6.2M (over and above 2013 funding levels) for asset repair and renewal per annum.

On 3 June 2014, Council received approval from the Independent Pricing and Regulatory Tribunal (IPART) for a special variation of 7.9% for Coffs Harbour City Council for 2014/15.

The approval was subject to the following conditions:

1. That Council uses the additional income for the purposes of funding a program maintenance, rehabilitation and renewal of infrastructure.
2. Council reports in its Annual Report for the period 2014/15 to 2023/24 information on the total income received, expenditure per project/program and outcomes achieved.

This special variation is a key element of Council's funding strategy to ensure the sustainable management of Council's infrastructure assets. All additional revenue generated by this rate variation will be used to fund additional asset maintenance and renewal works to close the annum shortfall in this expenditure to support the delivery the services desired by the community.

### ***Funding for the Future 2018/19 - Achievements***

- Roads Maintenance – funds used to address a backlog of sealing maintenance works across the Local Government Area.
- Asset Management – used to ascertain scope required on priority schedule of works through geotechnical and similar investigations.
- Building Maintenance – numerous projects undertaken.
- Roads Rehabilitation – utilised for road pavement renewal at Headland Road, Arrawarra; minor widening of Shephards Lane; part funding of the Roads to Recovery funded works including the Waterloo Street, Woolgoolga upgrade, the Toormina Road and MacDougal Street, Corindi rehabilitation works.
  - The Wharf Street, Woolgoolga, Stage 2 road upgrade commenced in June 2019. To be completed August 2019;
  - Designs were commenced for Arrawarra Road, Red Rock Road and Beach Street, Woolgoolga;
  - Part funding of R2R projects including Waterloo Street upgrade; Toormina Road Rehabilitation and MacDougal St Corindi.

*Continued next page*



### ***Funding for the Future - Financial Sustainability (2014-2024) (continued)***

- Transport Assets Renewal – used to upgrade Footpaths and Cycleways, Kerbing, Guardrails and carparks and help address the backlog of kerb and footpath renewals across the LGA.
- DDA Bus stop Compliance upgrades: Bus stop upgrades to comply with Disability Discrimination legislation which states all commercial bus stops are required to be accessible by 2022. Upgrades in 2018/19 included infrastructure for bus stops with new shelters installed as part of the bus shelter management advertising contract with Claude Group.
- Open Space Asset Renewal – used to address playground, fences and access ways across the LGA and the Jetty Structure Refurbishment.
- Building renewals – includes Woolgoolga and Sawtell Pool Investigation and a design for the Botanic Gardens Glasshouse. New amenities were installed in Woolgoolga Lakeside; Hills Beach, Korora, Saltwater Park, Harbour Drive, Coffs Harbour and Urara Park, Elizabeth Street, Coffs Harbour. Designs were completed for Park Beach and Maclean Street amenities to be installed in 2019/2020 and some upgrade works were completed for Toormina Road Sports Field amenities. The Woolgoolga Foreshore (Changing Places) toilet building was manufactured to be installed pending the upgrade of the Woolgoolga Beach Reserve by December 2019.
- Other Building Renewals include a reseal of the Bayldon Community Centre floor, a new roof for the Overseer’s office in Council’s Marcia Street Depot, and improvements to the Bunker Gallery including new carpet and air-conditioning. An engineering report was completed for the new Sportz Central Roof to be installed by November 2019.



## Compliance with Special Rate Variation Approval Conditions *(continued)*

### **Funding for the Future - Financial Sustainability (2014-2024) *(continued)***

In relation to approval condition 2 above, the table on the following page provides information on the total income received and expenditure per asset group in 2018/19.

<b>Funding For the Future - Financial Sustainability 2018/19</b>		
<b>Project Description</b>	<b>Revised Budget 2018/19 (\$)</b>	<b>Actual 2018/19 (\$)</b>
Roads Maintenance	635,954	729,399
Asset Management	372,117	210,528
Building Maintenance	443,849	447,467
<b>TOTAL OPERATING EXPENDITURE</b>	<b>1,451,920</b>	<b>1,387,394</b>
Road Pavement Renewals	1,929,602	1,212,900
Open Space Assets	2,331,853	2,066,348
Other Transport Assets New/Upgrade	745,864	745,863
Buildings Renewal	2,275,205	635,131
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>7,282,524</b>	<b>4,660,242</b>
<b>TOTAL EXPENDITURE</b>	<b>8,734,444</b>	<b>6,047,636</b>
Financial Sustainability Rate Variation - 2014/15	(2,212,146)	(2,212,146)
Financial Sustainability Rate Variation - 2015/16	(4,485,692)	(4,485,692)
Building Renewals Grants	(400,000)	(400,000)
Building Renewals Contributions	(5,000)	(66)
SRV Revotes reserve	<b>(1,631,606)</b>	<b>1,050,268</b>
<b>TOTAL INCOME</b>	<b>(8,734,444)</b>	<b>(7,097,904)</b>
<b>FUNDING DEFICIT / (SURPLUS)</b>	<b>0</b>	<b>0</b>





## Capital Works Projects

*Capital Expenditure Guidelines*

*1 July 2018 to 30 June 2019*

### **Reporting under the Capital Expenditure Guidelines**

- The EPIC Stadium for the Future (C.ex International Stadium upgrade) was completed. Total cost of the project is expected to be \$18.265m; expenditure in 2018/19 was \$12.5m. Project started in 2017/18 and was opened in September 2019.
- Planning is underway for the second stage of the Regional Sports Hub Program. This project will deliver 2 synthetic football fields, 1 turf field, a new amenity block and change rooms, an extension to the existing change rooms, a car park and footpath connectivity between the Coffs Harbour Education Campus, the Health campus and the Sport and Leisure Park Precinct. The total cost of the project is \$12.5m. Planning commenced in quarter 3, 2019 and the project is expected to be completed in 2021.



## Overseas Visits

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a)*

*1 July 2018 to 30 June 2019*

Coffs Harbour City Council did not conduct any overseas visits in the year ended 30 June 2019.



## Elected Members' Expenses

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a1)*

*1 July 2018 to 30 June 2019*

<b>Expense</b>	<b>Amount (\$)</b>
Mayoral allowance	43,170
Councillor fees	158,320
Mayor vehicle expenses	14,333
Provision of dedicated office equipment allocated to councillors	3,610
Telephone calls made by councillors	1,585
Attendance by Councillors at conferences and seminars (excluding overseas and interstate)	39,555
Training of councillors and provision of skill development	6,666
Interstate visits by councillors, including transport, accommodation and out-of-pocket expenses	17,549
Overseas visits by councillors, including transport, accommodation and out-of-pocket expenses	-
Expenses of any spouse, partner or other person who accompanied a councillor	-
Expenses involved in the provision of care for a child or an immediate family member of a councillor	-
Other councillor expenses (catering, election, stationery, etc)	488
<b>Total</b>	<b>285,276</b>



## Major Contracts (Greater than \$150,000) Awarded

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a2)*

*1 July 2018 to 30 June 2019*

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$) (inc GST)
RFT-902-TO	CCTV Inspections for FY17-18 Catchments	Fenech Group Pty Limited	1-Aug-18	420,799.54
RFT-982-TO	Sapphire Reservoir Refurbishment	Advanced Concrete Engineering Pty Ltd	27-Aug-18	644,558.78
RFT-983-TO	Emerald Reservoir Refurbishment	Advanced Concrete Engineering Pty Ltd	27-Aug-18	382,571.20
RFQ-997-QI	Installation of Aluminium Security Fencing - Park Beach	Coffs Harbour Fencing	10-Sep-18	139,280.02
RFQ-907-QI	Coramba Transfer Station Upgrade	Ledonne Constructions P/L	20-Sep-18	290,257.11
RFT-981-TO	Installation of Drainage at Woolgoolga Playing Fields High St, Woolgoolga.	Turf Drain Australia	3-Oct-18	204,083.00
RFT-985-TO	Installation of Drainage at Geoff King Motors Oval, Coffs Harbour	Turf Drain Australia	3-Oct-18	170,481.70
RFT-1011-TO	Sewerage treatment Plant & reclaimed Water Strategy Study	Hunter H2O	3-Oct-18	320,027.40
LGP-1017-TI	West Coffs Harbour Park -Design, supply & construct playground	Moduplay Group Pty Ltd	15-Oct-18	385,545.60
RFT-967-TO	Civil and Electrical Infrastructure Construction Works - Woolgoolga Beach Holiday Park	Burnett Civil Pty Ltd	15-Oct-18	632,701.10
LGP-1027-QI	Water main renewal - Victoria St	Interflow Pty Ltd	21-Nov-18	236,626.15
SGC-1056-QI	Service Engineers for Cultural and Civic Space Project	Lehr Consultants Int'l P/L	25-Jan-19	132,110.00
SGC-1052-QI	Cultural and Civic Space Architect for SD and DA Preparations	BVN Architecture	25-Jan-19	796,884.00
RFT-984-TO	Loaders Lane Footbridge	Teleo Design Pty Ltd	7-Feb-19	280,145.25

*Continued next page*



## Major Contracts (Greater than \$150,000) Awarded *(continued)*

Contract No.	Contract	Supplier	Start Date	Revised Contract Sum (\$) (inc GST)
LGP-1061-QI	McLean St Oval Amenities	Pureablue(Fabrranamics P/L)	13-Feb-19	278,672.81
LGP-1062-QI	Toormina Oval Amenities	Pureablue(Fabrranamics P/L)	13-Feb-19	278,672.81
RFT-1031-TO	Geoff King Motors Sports Field Lighting	Smada Electrical Services Pty Ltd	27-Feb-19	325,612.80
RFT-1026-TO	Lining of Defective Sewer Pipes 2018-19	Interflow Pty Ltd	1-Mar-19	1,113,079.23
RFT-1018-TO	West Coffs Reserve - Construction of Carpark & Park Facilities	Burnett Civil Pty Ltd	18-Mar-19	492,976.99
RFT-1072-TO	Sawtell BMX Track Lighting	Smada Electrical	20-Mar-19	146,256.00
RFT-1049-TO	Coramba Reservoir 2 Refurbishment	Advanced Concrete Engineering Pty Ltd	25-Mar-19	341,324.03
RFQ-1085-QI	SEWER PUMPING STATION No.32 UPGRADE	Harvey Excavations & Civil Contractors	25-Mar-19	142,901.00
RFT-1020-TO	Relocation of Lime System to Karangi Water Treatment Plant	Aquatec-Maxcon Pty Ltd	6-May-19	1,148,990.70
RFT-1074-TO	Coffs Harbour Airport Advisor - Management Options	KPMG	16-May-19	495,000.00
RFT-1040-TO	City Square Refurbishment	QMC Group	21-May-19	1,978,743.64
RFT-1060-TO	Richardson Oval Lighting	Smada Electrical Services Pty Ltd	26-May-19	282,166.50
RFT-1037-TO	C.ex Stadium - Carpark Works Stage 2	Mid North Coast Contractors	5-Jun-19	2,166,579.58



## Legal Proceedings

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a3)*

*1 July 2018 to 30 June 2019*

Case name	Court (NSW)	Total costs 2018/19 (\$)	Status as at 30 June 2019	Date of Decision
Coffs Harbour City Council ats Chris Adamson	Supreme Court 2017/30954	\$ 17,322.62	Finalised	28 March 2017
Coffs Harbour City Council ats Tedmund Polglase by his tutor Jeffrey Polglase	Supreme Court 2014/00281434	\$ 0.00	Ongoing	n/a
Coffs Harbour City Council ats The Trustee for Cohiba Unit Trust t/a Adrian and Marita Joseph Pty Ltd as Trustee for the Cohiba Unit Trust	Land and Environment Court 2017/00178892	\$ 887.00	Finalised	16 October 2018
Coffs Harbour City Council ats Elite Constructions NSW Pty Ltd	Land and Environment Court 2018/00122374	\$ 129,835.75	Finalised	2 August 2019
Coffs Harbour City Council ats Wattle Investment Holdings Pty Ltd	Land and Environment Court 2019/00173549	\$ 0.00	Finalised	29 July 2019
Coffs Harbour City Council ats Maxwell and Karrel Knight	Land and Environment Court 2018/00060986	\$ 39,913.48	Finalised	31 October 2018

*Continued next page*



## Legal Proceedings *(continued)*

Case name	Court (NSW)	Total costs 2018/19 (\$)	Status as at 30 June 2019	Date of Decision
Coffs Harbour City Council v Paul Cleland	Land and Environment Court 2018/00061125	\$ (12,644.43)	Finalised	4 July 2018
Coffs Harbour City Council ats Nick Faseas	Land and Environment Court 2017/00083167	\$ 488.00	Finalised	23 May 2018
Coffs Harbour City Council ats Noubia Pty Limited	Land and Environment Court 2017/00083167	\$ 391,413.08	Finalised	13 August 2019
Coffs Harbour City Council ats Grant Owen	Land and Environment Court 2018/235884	\$ 19,378.77	Finalised	6 February 2019
Coffs Harbour City Council v Innes	Local Court 2018/00211687	\$ 17,824.11	Finalised	4 September 2018
Coffs Harbour City Council ats Regional Architects Pty Ltd	Land and Environment Court 2018/00289749	\$ 63,862.20	Ongoing	n/a
Coffs Harbour City Council ats Gowings Bros Ltd	Land and Environment Court 2018/00146859	\$ 92,982.79	Ongoing	n/a
Coffs Harbour City Council ats Warren McCarthy	NCAT	\$ 0.00	Ongoing	n/a
Coffs Harbour City Council ats Paul Matterson	District Court 2019/00199107	\$ 0.00	Ongoing	n/a

*Continued next page*



## Legal Proceedings *(continued)*

Case name	Court (NSW)	Total costs 2018/19 (\$)	Status as at 30 June 2019	Date of Decision
Coffs Harbour City Council ats Gary Chapman	District Court 2017/00275294	\$ 0.00	Finalised	18 December 2018
Coffs Harbour City Council v FM Glenn Constructions Pty Ltd	Local Court 2019/00104251	\$ 1,797.70	Finalised	19 July 2019
Coffs Harbour City Council v Chris Adamson	Local Court 2019/00020586	\$ 13,231.75	Ongoing	n/a
Coffs Harbour City Council v Anthony Vorreiter	Local Court 2018/00252257	\$ 17,329.07	Finalised	13 February 2019
Coffs Harbour City Council v McGraw-Hill Financial, Inc & Anor	Federal Court NSD 1020/2014	n/a	Finalised	n/a
Coffs Harbour City Council v ANZ Banking Group	Federal Court NSD 1021/2014	n/a	Finalised	n/a





## Works Subsidised On Private Land

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a4)*

*1 July 2018 to 30 June 2019*

No resolutions were made during this period concerning work subsidised by Council and carried out on private land.



## Donations and Contributions

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 - Section 217 (1) (a5)

Amounts granted under Section 356 of the Act

1 July 2018 to 30 June 2019

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
AIME Mentoring – Mentoring for young Aboriginal people	500	Coffs Harbour PCYC – Fit for Life and Work programs	500
Arts and Cultural Development Grants	37,400	Coffs Harbour Spring Garden Competition	1,000
Boambee East Community Centre – Domestic Violence circles	200	Community Capital Infrastructure Grants Program	124,953
Boambee East Community Centre – Mental Health Week High Tea	200	Eastern Dorrigo Showground and Hall – Refund of building fees	782
Boambee East Community Centre – Winter Solstice Festival	500	Event Destination and Marketing Funding Program	60,000
Camp Quality	1,000	Event Seed Funding Program	77,148
C-ex Community Sleep out	500	Life Education – Transport of Education Van	2,938
Coffs Connection and Community LGBTIQ+ - 2018 Our Coast Pridefest	1,000	Loaves and Fishes Charity Foodstore – food for homeless and disadvantaged	500
Coffs Harbour Agricultural Show	5,000	MIX Tub Theatre Inc – sound system	750
Coffs Harbour and District Eisteddfod Committee	1,000	The Mountain Pre-School, Lowanna – Refund of building fees	516
500Coffs Harbour Christmas Carols	10,000	Nana Glen Recreation and Equestrian Centre – Refund of building fees	512
Coffs Harbour Music Society Inc – Choral workshop	500	New Year's Eve Fireworks	5,000
<i>(continued next column)</i>		<i>(continued next page)</i>	



## Donations and Contributions *(continued)*

Continued from previous page

RECIPIENT	AMOUNT(\$)	RECIPIENT	AMOUNT(\$)
North Coast Academy of Sport	6,000	STARTTS	350
NSW Fire Brigades Subsidy	622,408	State Emergency Services – Contribution	117,460
PFLAG Coffs Coast – professional speaker	500	Surf Life Saving Clubs – Subsidy	36,000
Pink Silks – Contribution to SES All-Terrain Vehicle	1,000	TAFE Presentations	300
Planet Art Inc. – Arts Mid North Coast – Children’s art classes	500	Traffic Control – Anzac Day Services	10,096
Rates Subsidy – Sporting and Cultural Groups	91,765	TS Vendetta – Licence for Navy Cadets	510
Rotary Club of Woolgoolga – Jim Steven’s seat	250	Variety Special Children’s Christmas Party	227
Sawtell and Woolgoolga Chamber of Commerce	20,900	Westpac Rescue Helicopter	1,000
Sawtell Chamber of Commerce – Chilli Festival	1,000	Woolgoolga Carols by the Sea	1,000
Sawtell Chamber of Commerce – Christmas Festival	1,000	Woolgoolga Chamber of Commerce – Christmas decorations	1,000
Schools Annual Presentations	5,300	Woolgoolga Neighbourhood Centre – Homework Centre	500
South Coffs Community Gardens – Refund of Building Fees	784	Woolgoolga Shed Inc – Refund of Building Fees	498
Southern Cross University Presentations	300		
<i>(continued next column)</i>		<b>TOTAL:</b>	<b>\$1,253,047</b>



## Rates and Charges Written Off

Local Government Act 1993 - Section 428 (4) (b)  
Local Government (General) Regulation 2005 - Clause 132  
1 July 2018 to 30 June 2019

The total value of rates and charges written off for the year 2018/19 was **\$3,407,953.45**

Item	Amount (\$)
Pension Rebates	-3,106,091.46
Postponed Rates	-196,163
Interest > \$50	-10,311.26
Water Usage Charges	-68,954.66
Sewer Usage Charges	-23,666.88
Trade Waste Usage Charges	-2,766.19
<b>Total</b>	<b>-3,407,953.45</b>

### Notes:

- A Government subsidy is provided for part of the Pension Rebates.
- Postponed Rates are amounts abandoned as required under Section 595 (Local Government Act)

(The total value of rates and charges written off for the year 2017/18 was **\$3,313,450.58**)



## Delegated Functions / Companies / Partnerships

### Functions Delegated by Council

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a6)*

*1 July 2018 to 30 June 2019*

External bodies that exercised functions delegated by Council were:

- *Coffs Harbour Sports Advisory Committee Incorporated*  
Delegation includes managing the opening and closing of sports fields.
- *Woolgoolga Sports Council Incorporated*  
Delegation includes managing the opening and closing of sports fields.

### Companies in Which Council Held a Controlling Interest

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a7)*

*1 July 2018 to 30 June 2019*

- Prosper Coffs Harbour Limited

### Partnerships, Cooperatives or Other Joint Ventures

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (a8)*

*1 July 2018 to 30 June 2019*

- Statecover Mutual Limited
- Coffs Harbour Technology Park
- Coffs Harbour Regional Park Trust



## Planning Agreements

*Environmental Planning and Assessment Act 1979 – Section 93G(5)*

*1 July 2018 to 30 June 2019*

Developer	Project	Summary of Planning Agreement	Status
J. and M. Auld.	Rezoning of a portion of land at Lot 13 DP 591220 from E2 (Environmental Conservation) to B5 (Business Development).	Provision of a material public benefit by enhancing the natural environment by implementing a Vegetation Management Plan (VMP) for Lot 13 DP 591220 and Lot 6 DP 714455.	<ul style="list-style-type: none"> <li>▪ The Voluntary Planning Agreement (VPA) came into force when the Coffs Harbour Local Environment Plan 2013 (Amendment No 2) was gazetted on 10 July 2015 and rezoned part of Lot 13 DP 591220 to B5 (Business Development) from E2 (Environmental Conservation).</li> <li>▪ A security bond or bank guarantee of \$10,000 has been received by Council which will be released once all works under the VMP are completed.</li> <li>▪ The Developer to implement a VMP. The initial works commenced August 2016.</li> <li>▪ The Developer to provide yearly reports to Council throughout the 5 year follow-up works period by a suitable qualified person.</li> <li>▪ The VPA was registered on the Certificate of Title for Lot 13 DP 591220 and Lot 6 DP 714455 on 8/9/2016 as per Council's requirements.</li> <li>▪ Council is following up on compliance obligations</li> </ul>
Gowings Bros. Limited	Extensions to the Coffs Central development over the land on the corner of Harbour Drive and Gordon Street.	The Developer owns land located on the corner of Harbour Drive and Gordon Street Coffs Harbour (lot 8 DP 758258, lot 1 DP 796866 and lot 1 DP 421199 known as the Coffs Central Development (the CCD). The Developer has agreed to make development contributions for works on public roads adjoining the CCD in connection with the carrying out of approved development to extend the CCD. The development contributions involve the Developer carrying out the agreed works on the public roads (the public works) in accordance with an agreed costs sharing arrangement with the Council.	Completed

*Continued next page*



## Planning Agreements *(continued)*

Developer	Project	Summary of Planning Agreement	Status
J.R. Tait (MI Organics)	Rezoning of a portion of land at Lot 1 DP 777555 (1 Hamilton Drive, Boambee East) and an addition to Schedule 1 (Additional permitted uses) of LEP 2013 to provide planning controls to better reflect the current use of the land as a landscaping material supplies business, and to address environmental constraints.	Provision of a material public benefit by enhancing the natural environment by implementing a Vegetation Management Plan (VMP) for Lot 1 DP 777555, 1 Hamilton Drive, Boambee East.	<ul style="list-style-type: none"> <li>▪ The Voluntary Planning Agreement (VPA) came into force when the Coffs Harbour Local Environment Plan 2013 (Amendment No 11) was gazetted on 8 December 2017.</li> <li>▪ The VPA is associated with a VMP prepared for the site in response to the LEP Amendment.</li> <li>▪ A security bond or bank guarantee is to be lodged for each of three stages of the VMP works. The stage one security payment of \$42,785 has been received by Council.</li> <li>▪ The Developer is to provide reports to Council by a suitable qualified person at the following stages: completion of initial planting; after each maintenance / monitoring period; and at the completion of 5 year maintenance / monitoring period.</li> <li>▪ The VPA has been registered on the Certificate of Title for Lot 1 DP 777555 as per Council's requirements.</li> <li>▪ Council is following up on compliance obligations.</li> </ul>



## Environmental Agreements

*Local Government Act 1993 - Section 406 S54P  
1 July 2018 to 30 June 2019*

Coffs Harbour City Council was not party to any Environmental Upgrade Agreements during the reporting period.





## Equal Employment Opportunity Management Plan (Organisational Development Activities)

Local Government Act 1993 – Section 428 (4) (b)

Local Government Act (General) Regulation 2005 – Section 217 (1) (a 9)

1 July 2018 to 30 June 2019

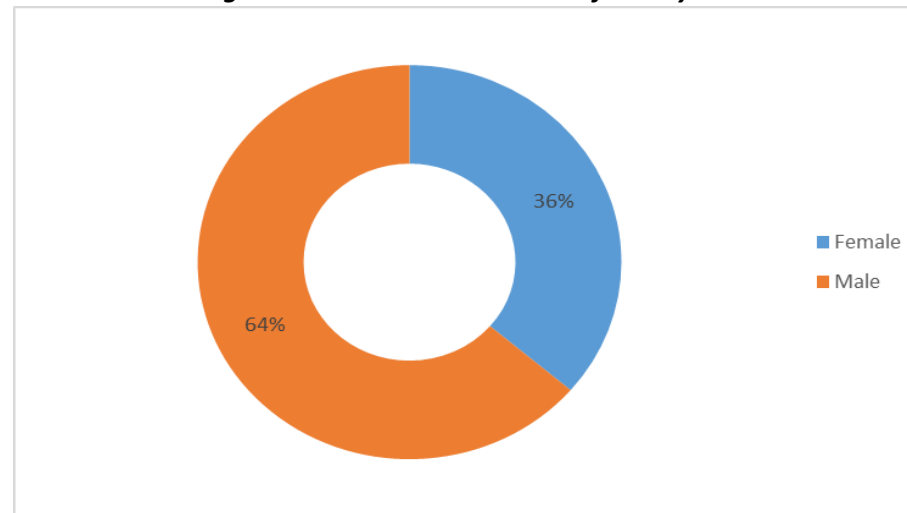
### **Activities Undertaken to Implement Council’s Equal Employment Opportunity Management Plan**

During 2016/17 as part of Council’s Integrated Planning and Reporting requirements, Council developed its Workforce Management Plan 2017-2021 identifying the key workforce planning strategies and actions that will be developed and implemented to ensure that Council achieves the goals and service standards expressed in the MyCoffs Community Strategic Plan and the 2017-2021 Delivery Program. An action in Council’s Workforce Management Plan is to develop and implement a revised Equal Employment Opportunity Plan to ensure that Council continues to incorporate workforce diversity as part of everyday Council business with every employee and people leader understanding their responsibilities for providing a work environment that accepts the principles of equal employment opportunity, and creating a workplace free from harassment and unlawful discrimination. Council’s EEO Management Plan was endorsed by the Executive Leadership Team in March 2019 with activity underway to implement the identified actions.

### **Workforce Demographics (as at 30 June 2019)**

- Females comprised 36% of council’s permanent workforce. Female representation across Council’s workforce has remained steady over the reporting period.

**Figure 1: CHCC Permanent Workforce by Gender**



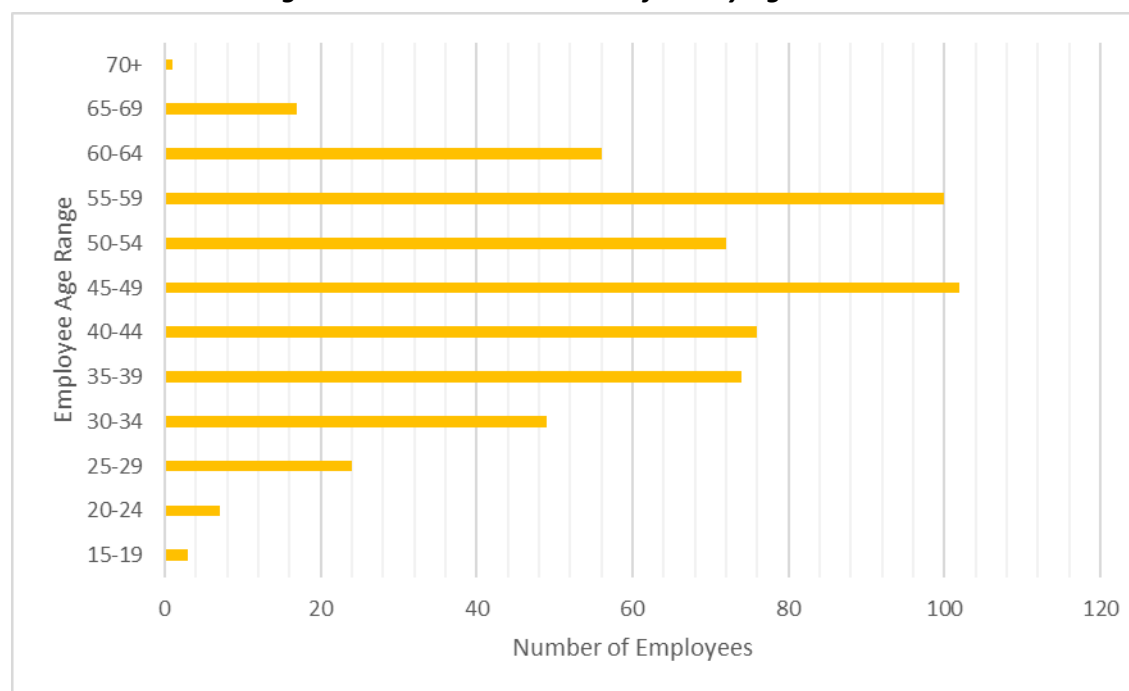
*Continued next page*



### Workforce Demographics *continued*

- Council's Senior Leadership Team, which includes the General Manager, Directors, Group Leaders and Section Leaders, is comprised of 33% females which is a slight increase on the previous year.
- Council's Enterprise Agreement supports Council as a family friendly organisation with opportunities for flexible work arrangements to accommodate the varied needs of our workforce. 15% of our total permanent workforce has a part-time working arrangement.
- Council continues to support staff with disabilities through adjusted working hours and supporting equipment needs.
- Council's procedures continue to support identified indigenous staff to access leave to attend and participate in NAIDOC week activities.
- Council continues to promote and support wellness initiatives through the Employee Assistance Program.
- Local government has a high number of mature age workers compared to the national average. Council's workforce is reflective of this, with 30% of our workforce aged 55 and over making them potentially eligible for retirement now or within the next ten years.
- Council, through our primary superannuation provider, supports staff to plan for their transition to retirement.

**Figure 2 CHCC Permanent Workforce by Age**



*Continued next page*



### Recruitment

- Council continues to promote fair and equitable recruitment principles through practices such as ensuring gender balance of interview panels where applicable.
- Of the total 74 new appointments across the indoor and outdoor workforce made in the 2018/19 financial year, 35% were female, compared to 42% the previous year. Within our indoor workforce, 54% of the new appointments were female. The outdoor workforce remains predominately male with only 4% of new appointments female. This however represents a 10% decrease on the female representation reported last year
- Coffs Harbour City Council partnered with the Smith Family on a Learning for Life initiative. The program targeted local high school students from Culturally and Linguistically Diverse backgrounds (CALD) or Aboriginal descent. The program provides students an insight to potential career options and the necessary skills to transition from school to the work environment. From the last intake one of the participants successfully gained employment with Coffs Harbour City Council with a number of other participants also gaining employment in the region.
- Council continued to offer traineeships and apprenticeships across Council
- Council successful gained Elsa Dixon Aboriginal Employment Program funding. Three Aboriginal School Based trainees are undertaking placement with Coffs Harbour City Council, with two due to successfully complete their traineeships at the end of 2019.

*Continued next page*



### Learning and Development Initiatives

- Council continued to support professional development and learning initiatives through sponsored and supported education procedures. These programs assist in enabling staff to successfully fulfill their current job requirements and develop for potential future opportunities for career progression.
- Council continues to encourage and support participation in Professional industry associations by supporting payment for professional membership for staff. This support provides the opportunity for staff to maintain industry knowledge, participate in member forums and events and in some cases identify and participate in mentorship programs or form unofficial mentor relationships.
- Council continued the Recognising Excellence Program. This is a peer led program which aims to recognise staff for consistently demonstrating Council's core values or outstanding commitment to safety. Nominations are evaluated by Council's Consultative committee and Safety Champions to ensure fairness and impartiality is applied.
- Council's New Employee Induction is regularly refreshed to ensure it is updated to include new or updated policies and procedures. All new Council employees complete an induction which covers policies such as the Code of Conduct and Bullying and Harassment Policies as well as information on Council's Employee Assistance program and grievance procedure. The aim of the induction program is to ensure staff have an understanding of behavioural obligations in the workplace, which include a strong focus on equal employment practices and a workplace free from discrimination and harassment.
- Council encouraged the ongoing professional development and advancement of women in the workplace by encouraging participation in the Australian Women in Leadership forum hosted in Coffs Harbour. 27 women in leadership roles or with aspirations of progressing into leadership roles at Council attended.
- Council is continually working to identify positions for aboriginal employees, looking to gain financial support through the Elsa Dixon funding model to provide traineeship and permanent positions for Aboriginal persons to increase representation of indigenous people in our Council workforce.
- Council's Learning and Development Coordinator and Aboriginal Community Planning and Engagement Specialist are working with NSW Health to adapt their Aboriginal Cultural Training Framework to local government. The Respecting the Difference module will be available for staff to complete through Council's learning platform and will be complemented by face to face training that has been contextualised for our local government area.
- Council continues to provide an online Learning Management platform. The LMS provides access for all workers to a diverse range of learning material for professional development, compliance purposes and organisational culture initiatives. As the platform is a cloud based learning solution it can be accessed from any location also complementing Council's flexible working initiatives.



## General Manager Remuneration

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (b)*

*1 July 2018 to 30 June 2019*

The remuneration package total effective for the position of General Manager at 30 June 2019 was **\$360,761.00**. The statement includes the total of the following:

<b>Remuneration Item</b>	<b>Amount (\$)</b>
(i) the total value of the salary component of the package,	335,571.00
(ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager,	-
(iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor,	25,000.00
(iv) the total value of any non-cash benefits for which the general manager may elect under the package,	190.00
(v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.	-
<b>Total</b>	<b>360,761.00</b>



## Senior Staff Remuneration

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (c)*

*1 July 2018 to 30 June 2019*

The remuneration package total effective for Council's three Senior Staff positions for the period ending 30 June 2019 was **\$793,350**. The statement reflects the total remuneration comprised in the remuneration packages of all senior staff members (other than the general manager) employed during the year, expressed as the total remuneration of all the senior staff members concerned (not of the individual senior staff members) and including totals of each of the following:

<b>Remuneration Item</b>	<b>Amount (\$)</b>
(i) the total value of the salary component of the package,	727,287.20
(ii) the total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component of the general manager,	-
(iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor,	66,062.80
(iv) the total value of any non-cash benefits for which the general manager may elect under the package,	-
(v) the total amount payable by the council by way of fringe benefits tax for any such non-cash benefits.	-
<b>Total</b>	<b>793,350.00</b>



## Stormwater Management Services / Coastal Protection Services

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (e)*

*1 July 2018 to 30 June 2019*

Since 1 July 2007, Coffs Harbour City Council has levied an annual charge for stormwater management services.

Information on the revenue and expenditure associated with that charge is included in the table on Page 2 of this report - “Flood Mitigation and Drainage Works Program 2018/19.”

*Local Government Act 1993 - Section 428 (4) (b)*

*Local Government (General) Regulation 2005 - Section 217 (1) (e1)*

*1 July 2018 to 30 June 2019*

Coffs Harbour City Council does not levy an annual charge for coastal protection services.



## Companion Animals Act – Compliance

Local Government Act 1993 - Section 428 (4) (b)

Local Government (General) Regulation 2005 Clause 217 (1)(f)

1 July 2018 to 30 June 2019

### Overview

Coffs Harbour City Council Ranger Services has been active in Companion Animal Management during 2018/2019. The main focus has always been to apply a steady and constant approach toward companion animal management and owner responsibilities, particularly when owners take their pets into public places and/or not properly restraining them within their properties to prevent their animals escaping. There has been approximately a 26% increase in dog fines issued during the reporting period in comparison to the previous period. There has also been formal legal action against owners involved in serious breaches of the Companion Animals Act. These actions have included court prosecutions, declarations and orders being imposed.

Some programs (“Dog Blitzes”, “Microchipping and Registration Follow Up”) have been run throughout the year, focusing on breaches of control requirements for all dogs in public places and non-identified and unregistered Companion Animals. These programs have taken the form of very high profile patrols during business hours and out-of-hours periods. These blitzes have been promoted on occasion via media coverage. During the period, Council’s Ranger Services handled more than 1,213 companion animal complaints, a 12.5% decrease from the previous period. The tables below identify certain aspects of Council’s activities and have been prepared in accordance with statutory reporting requirements.

#### Companion Animal Seizure (As per 2018/19 seizure survey submitted to DLG)

Seized by Council Rangers	261
---------------------------	-----

Seized by members of the public	337
---------------------------------	-----

<b>Total animals seized</b>	<b>598</b>
-----------------------------	------------

Companion Animals returned by Rangers (not impounded)	90
---	----

Companion Animals returned from Council’s Pound Facility	148
--	-----

<b>Total Companion Animals returned to owners</b>	<b>238</b>
---	------------

<b>Total Companion Animals re-homed</b>	<b>273</b>
---	------------

<b>Total Number of Animals Euthanised (including carry over from 2018/19)</b>	<b>91</b>
---	-----------

*(Down from 112 in 2018/19.)(Figures do not indicate animals leaving pound for other reasons e.g. stolen, escaped or death by natural causes.)*

Continued next page





## Companion Animals Act – Compliance *(continued)*

### Dog Attacks

There were 88 recorded dog attacks in 2018/2019, a 11% decrease on the previous year's figures. It had been noted the incidence of dog attack had been on the increase over the last few years, but had stabilised in 2017/2018.

The attacks reported during the period varied in severity, from dogs acting aggressively without biting, through to several incidents which required hospitalisation of the casualty and/or the death of another animal. The majority of incidents were minor.

A number of dangerous dogs were destroyed as a result of these reported incidents. (11 dogs in total destroyed, 10 declared Menacing, 1 Declared Dangerous)

### Companion Animal Management Funding

Companion animal complaints and tasks made up approximately 38% of the Ranger Services workload.

<b>Expenditure</b>	<b>\$</b>
Wages, Office Exp, IT, Consumables etc.	371,324
Plant vehicles	21,872
RSPCA Pound Facilities Contract	148,767
Equipment Purchases	850
<b>Total Expenditure.</b>	<b>542,813</b>
<b>Income</b>	<b>\$</b>
Companion Animals Registration Commissions	
Impounding Fees and Charges.	100,006
Fines	27,260
<b>Total Income</b>	<b>127,266</b>

*Continued next page*



### Companion Animal Community Education (Including de-sexing of Cats and Dogs)

- High profile patrols with a concentration on education and enforcement
- Regular media reports and stories highlighting companion animal issues
- Coffs Harbour City Council’s website ([www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)) is a major source of information
- Increase profile through use of Social Media including Facebook and Twitter corporate pages.
- Tourist publications
- Information brochures and flyers sent with registration papers
- Information on responsible ownership sent with Rate Notices

### Strategies for alternatives to Euthanasia for Unclaimed Animals

Coffs Harbour City Council area is fortunate to have a large-scale RSPCA facility located at Dowsett Drive, Coffs Harbour. Council has an arrangement whereby the RSPCA undertakes Council’s impounding responsibilities. This agreement also covers unclaimed animals - it sees ownership passed to the RSPCA, which makes every effort to find new owners for unwanted pets.

### Dog Off-Leash Areas

Coffs Harbour City currently provides eight (8) leash-free areas for dogs at:

- North Wall Beach
- Thompsons Road Dog Exercise Area
- Boambee Beach
- Hearnese Lake Beach
- Darkum Beach
- Corindi/Pipe Clay Beach
- Emerald Beach North
- Woolgoolga Back Beach

**Grant Funding** - During 2018/19, Coffs Harbour City Council did not access any Companion Animal grant funding.



## Assets Acquired, Assets Held and Condition of Public Works

Local Government Act 1993 - Section 428 (4)(a)

1 July 2018 to 30 June 2019

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2019											
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2018/19 actual maintenance \$'000	Carrying Value \$	Gross Replacement Cost \$	Assets in a condition as a % of gross replacement cost (See Notes page 38)				
							1	2	3	4	5
<b>Buildings</b>	Buildings	-	1,988	1,733	127,985	184,364	28	58	10	2	2
	<b>Sub total</b>	-	<b>1,988</b>	<b>1,733</b>	<b>127,985</b>	<b>184,364</b>	<b>28</b>	<b>58</b>	<b>10</b>	<b>2</b>	<b>2</b>
<b>Public Roads</b>	Sealed Roads	-	5,457	5,286	331,724	485,989	34	43	16	6	1
	Unsealed Roads	-	324	530	4,501	11,772	14	11	33	29	13
	Bridges	-	151	184	64,714	73,820	96	2	1	1	-
	Footpaths and Cycleways	-	186	186	46,143	57,252	66	11	17	5	1
	Other road assets	-	405	267	34,617	39,671	68	18	11	3	-
	Bulk Earthworks	-	28	27	138,665	138,665	100	-	-	-	-
	Kerb and Gutter	-	55	54	37,001	50,636	28	18	42	11	1
	<b>Sub total</b>	-	<b>6,606</b>	<b>6,534</b>	<b>657,365</b>	<b>857,805</b>	<b>53*</b>	<b>27*</b>	<b>14*</b>	<b>5*</b>	<b>1*</b>

\*Percentage subtotal is a weighted average calculation.

Continued next page



## Assets Acquired, Assets Held and Condition of Public Works *(continued)*

Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2019 <i>(continued)</i>											
Asset Class	Asset Category	Estimated cost to bring to a satisfactory standard \$'000	Required annual maintenance \$'000	2018/19 actual maintenance \$'000	Carrying Value \$	Gross Replacement Cost \$	Assets in a condition as a % of gross replacement cost (See Notes page 38)				
							1	2	3	4	5
<b>Water Supply Network</b>	Water Supply Assets	-	2,722	2,900	344,276	466,432	2	18	75	4	1
	<b>Sub total</b>	-	<b>2,722</b>	<b>2,900</b>	<b>344,276</b>	<b>466,432</b>	<b>2</b>	<b>18</b>	<b>75</b>	<b>4</b>	<b>1</b>
<b>Sewerage</b>	Sewerage Assets	-	2,876	2,761	474,633	676,376	17	41	39	3	-
	<b>Sub total</b>	-	<b>2,876</b>	<b>2,761</b>	<b>474,633</b>	<b>676,376</b>	<b>17</b>	<b>41</b>	<b>39</b>	<b>3</b>	<b>-</b>
<b>Stormwater Drainage</b>	Stormwater Drainage	-	329	304	164,714	213,148	44	39	16	1	-
	<b>Sub total</b>	-	<b>329</b>	<b>304</b>	<b>164,714</b>	<b>213,148</b>	<b>44</b>	<b>39</b>	<b>16</b>	<b>1</b>	<b>-</b>
<b>Open Space / Recreational Assets</b>	Swimming Pools	-	83	76	2,174	4,713	20	8	15	57	-
	Other Open Space/ Recreational Assets	-	578	578	28,485	65,530	6	21	34	10	29
	<b>Sub total</b>	-	<b>661</b>	<b>654</b>	<b>30,659</b>	<b>70,243</b>	<b>7*</b>	<b>20*</b>	<b>33*</b>	<b>13*</b>	<b>27*</b>
<b>Total classes</b>	<b>Total - all assets</b>	-	<b>15,182</b>	<b>14,886</b>	<b>1,800,348</b>	<b>2,469,559</b>	<b>30*</b>	<b>32*</b>	<b>33*</b>	<b>4*</b>	<b>1*</b>

*\*Percentage subtotal is a weighted average calculation.*

Continued next page



## Assets Acquired, Assets Held and Condition of Public Works *(continued)*

### Special Schedule No.7 Report on Infrastructure Assets as at 30 June 2019 *(continued)*

#### Notes:

1. *Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned 'enhancement(s)' to the existing asset.*
2. *Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.*
3. *Current Annual Maintenance is what has been spent in the current year to maintain assets.*
4. *Asset Condition Assessment (OLG Integrated Planning and Reporting Manual) – Councils are strongly encouraged to use these asset condition rankings.*

#### **Level Condition Description - as per NSW Local Government Code of Accounting Practice**

1. **Excellent** - No work required (normal maintenance).
2. **Good** - Only minor maintenance work required.
3. **Average** - Maintenance work required.
4. **Poor** - Renewal required.
5. **Very Poor** - Urgent renewal/upgrading required.



## Public Interest Disclosures

*Public Interest Disclosures Act 1994 - Section 31*

*1 July 2018 to 30 June 2019*

Annual reporting requirements under section 31 of the Public Interest Disclosures Act 1994 (PID Act) require agencies to prepare and submit an annual report on their obligations under the PID Act. The Public Interest Disclosures Regulation 2011 sets out the information that agencies must include in their PID Act Annual Reports. Those requirements are set out below.

### Coffs Harbour City Council – Report to the NSW Ombudsman

Reporting Period July 2018 to June 2019	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
Number of public officials who made PIDs	1	0	0
Number of PIDs received	1	0	0
<i>Of PIDs received, number primarily about:</i>			
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	1	0	0
Local government pecuniary interest contravention	0	0	0
No. of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period			1

Coffs Harbour City Council has an established internal reporting policy. This policy was adopted by Council on 12 April 2012. The policy was reviewed to ensure it reflected changes in the legislation and the current version was adopted by Council on 23 March 2017.

The General Manager of Coffs Harbour City Council (as head of the public authority) has taken action to ensure that staff have been made aware of their obligations under the PID Act. These actions include training conducted by the NSW Ombudsman, email messaging to all staff, training provided to new staff during induction, links to information on Council's intranet site, the distribution of information brochures and the display of posters identifying officers who can receive reports.



## Carers Recognition Act

*Carers Recognition Act  
1 July 2018 to 30 June 2019*

Coffs Harbour City Council has not engaged in activities that require reporting under the terms of the Carers Recognition Act.



## Fisheries Management Act

*Fisheries Management Act 1994 - Section 220ZT  
1 July 2018 to 30 June 2019*

Coffs Harbour City Council was not required to take any actions during 2018/19 pursuant to Recovery and Threat Abatement Plans under the Fisheries Management Act 1994.





## Private Swimming Pools Inspections

*Swimming Pools Act 1992, s 22F(2)*

*Swimming Pools Regulation 2008*

*(SP Reg) cl 18BC*

*1 July 2018 to 30 June 2019*

Details of inspections of private swimming pools	Number
Tourist and visitor accommodation	29
Premises with more than 2 dwellings	22
Resulted in issuance of a certificate of compliance under section 22D of the Act	212
Resulted in issuance of a certificate of non-compliance under clause 18BA of the Regulation	54



Appendix 1



**Government Information (Public Access) Act 2009  
Annual Report - 1 July 2018 to 30 June 2019**

<b>Agency Name</b>	Coffs Harbour City Council
<b>Principal Department</b>	Minister for Local Government Office of Local Government
<b>Reporting Period</b>	1 July 2018 to 30 June 2019



### Review of proactive release program - Clause 7(a)

During the reporting period, Council undertook various reviews to identify information for proactive release as required under section 7 (a) of the GIPA Regulation.

Council's proactive release program included the review of:

- information sought by informal access requests;
- information sought by formal access applications;
- Council's Disclosure Log;
- Council's initiatives, surveys, exhibitions and projects;
- Council's media releases;
- Council's community newsletters;
- consulting Council staff to identify information for inclusion or placed on Council's website;
- information held on Council's website;
- websites of other councils to identify new strategies for Council's proactive release program.

As a result of this review, Council proactively released the following information:

1. annual rates for each property in the Coffs Harbor City local government area;
2. Online Mapping Tool;
3. Archived annual Reports, financial statements, management plans and strategic reported (i.e. now referred to as Council's Integrated Planning and Reporting documents) continue to be available from 2009/10;
4. Promotion of the Information and Privacy Commission Right to Know Week from 24 September to 30 September 2018;
5. Memorandum of Understanding for the Joint Management of the Coffs Coast Regional Park



6. City Square Revitalisation
7. Planning Proposal: Additions to Schedule 5 (Environmental Heritage) of LEP 2013
8. Draft Business Incentive Policy - Public Exhibition Business Incentives
9. Young People - Have Your Say
10. Planning Proposal to Reclassify Lot 2 DP 579023, 50 Minorie Drive, Toormina from Community to Operational Land
11. Woolgoolga WOW: Your Place, Your Masterplan
12. Draft Large Lot Residential - Chapter 6
13. Coffs Harbour Gold Cup Part Day Public Holiday
14. Koala Register
15. Draft North Coast Regional Botanic Garden Strategic Plan 2018-23
16. Place Score - How does your place rate?
17. Draft Leasing and Licencing Policy for Community Organisations - Public Exhibition
18. SafeCoffs
19. Draft Rural Lands Chapter 5 (Local Growth Management Strategy)
20. Draft Vehicles on Beaches Policy
21. Cultural & Civic Space - New Central Library and Regional Gallery
22. Revised Planning Proposal and Draft DCP Amendments to Height and Built Form Controls within the Coffs Harbour CBD
23. Lifeguard Services Strategic Plan



24. Draft Coffs Harbour DCP 2015 - Amendment No.8 (Housekeeping 3)
25. The Local Growth Management Strategy
26. Coffs Harbour Draft Local Growth Management Strategy
27. Draft Bonville Pine Creek Coastal Management Program
28. Intensive Plant Agriculture Discussion Paper and Draft Rural Lands Chapter 5
29. Coffs Harbour City Centre Development Incentive Policy
30. Woolgoolga Streetscape Works
31. Arrawarra Headland Streetscape Works
32. Public Exhibition of the Coffs Harbour City Council Code of Meeting Practice
33. Draft Ayrshire Park Boambee Masterplan
34. Draft 2017-2021 Delivery Program (Year 3)
35. Cultural & Civic Space - August 8th Council Decision
36. Sawtell and Woolgoolga Pool Strategy Report
37. Developer Contribution Plan reviews - Surf Rescue Facilities and Administration Levy
38. Road Naming Proposals
39. 'Yandaarra – Shifting Camp Together' - A Guide for Aboriginal Cultural Awareness and Engagement.



**Formal Access Applications**

**1. Number of access applications received - Clause 7(b)**

During the reporting period, Council received a total of 10 access applications (including withdrawn applications but not invalid applications).

**2. Number of refused applications for Schedule 1 information - Clause 7(c)**

During the reporting period, Council partially refused 1 access application under Schedule 1 of the GIPA Act.

**3. Statistical information about access applications - Clause 7(d) and Schedule 2**

**Table A: Number of applications by type of applicant and outcome\***

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
<b>Media</b>	0	0	0	0	0	0	0	0
<b>Members of Parliament</b>	0	0	0	0	0	0	0	0
<b>Private sector business</b>	0	0	0	0	0	1	0	0
<b>Not for profit organisations or community groups</b>	0	0	0	0	0	0	0	0
<b>Members of the public (application by legal representative)</b>	3	1	0	2	1	0	0	1
<b>Members of the public (other)</b>	0	2	1	1	0	0	0	1

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B (see next page).



## Government Information (Public Access) Act – Annual Report *(continued)*

Table B: Number of applications by type of application and outcome

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	2	1	1	1	1	1	0	2
Access applications that are partly personal information applications and partly other	1	2	0	2	0	0	0	1

\*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

The total number of decisions in Table B should be the same as Table A.

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	1
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	2
Invalid applications that subsequently became valid applications	1



**Table D: Conclusive presumption of overriding public interest against disclosure:  
matters listed in Schedule 1 of the Act**

	<b>Number of times consideration used*</b>
<b>Overriding secrecy laws</b>	0
<b>Cabinet information</b>	0
<b>Executive Council information</b>	0
<b>Contempt</b>	0
<b>Legal professional privilege</b>	1
<b>Excluded information</b>	0
<b>Documents affecting law enforcement and public safety</b>	0
<b>Transport safety</b>	0
<b>Adoption</b>	0
<b>Care and protection of children</b>	0
<b>Ministerial code of conduct</b>	0
<b>Aboriginal and environmental heritage</b>	0
<b>Total</b>	1

\*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.





## Government Information (Public Access) Act – Annual Report *(continued)*

Table E: Other public interest considerations against disclosure:  
matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	3
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	8
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	1
<b>Total</b>	<b>9</b>

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	1	1	1
Internal review following recommendation under section 93 of Act	0	0	0
Review by NCAT	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.



## Government Information (Public Access) Act – Annual Report *(continued)*

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	1
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies

	Number of applications for review
Agency initiated Transfers	0
Applicant initiated Transfers	0





## Appendix 2

# Disability Inclusion Action Plan 2017 – 2021 Annual Progress Report 2018/19

COFFS HARBOUR

CITY  
COUNCIL

### Background

The provision of accessible and inclusive communities is a vital part of enabling people with a disability to participate in community life. The NSW Disability Inclusion Act 2014 required all NSW Government Departments and Councils to adopt a Disability Inclusion Action Plan (DIAP) by July 2017. The purpose of the DIAP is to help ensure people with disability have equal access to information, services and facilities provided by Council, and can participate in the public spaces and public life of the community.

Supporting the development of an accessible and inclusive area benefits all people living in and visiting the Coffs Harbour Local Government Area. In particular, those with disability, older people, people with a chronic illness, people experiencing temporary illness or injury and parents of young children and their friends and families.

### Purpose

The Disability Inclusion Action Plan 2017 – 2021 sets out what Council will do over four years to enable people with a disability to have greater access to Council information, services and facilities.

The plan has four focus areas:

- ❖ Creating liveable communities
- ❖ Improving access to services through better systems and processes
- ❖ Promote positive community attitudes and behaviours
- ❖ Supporting access to meaningful employment

[www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)



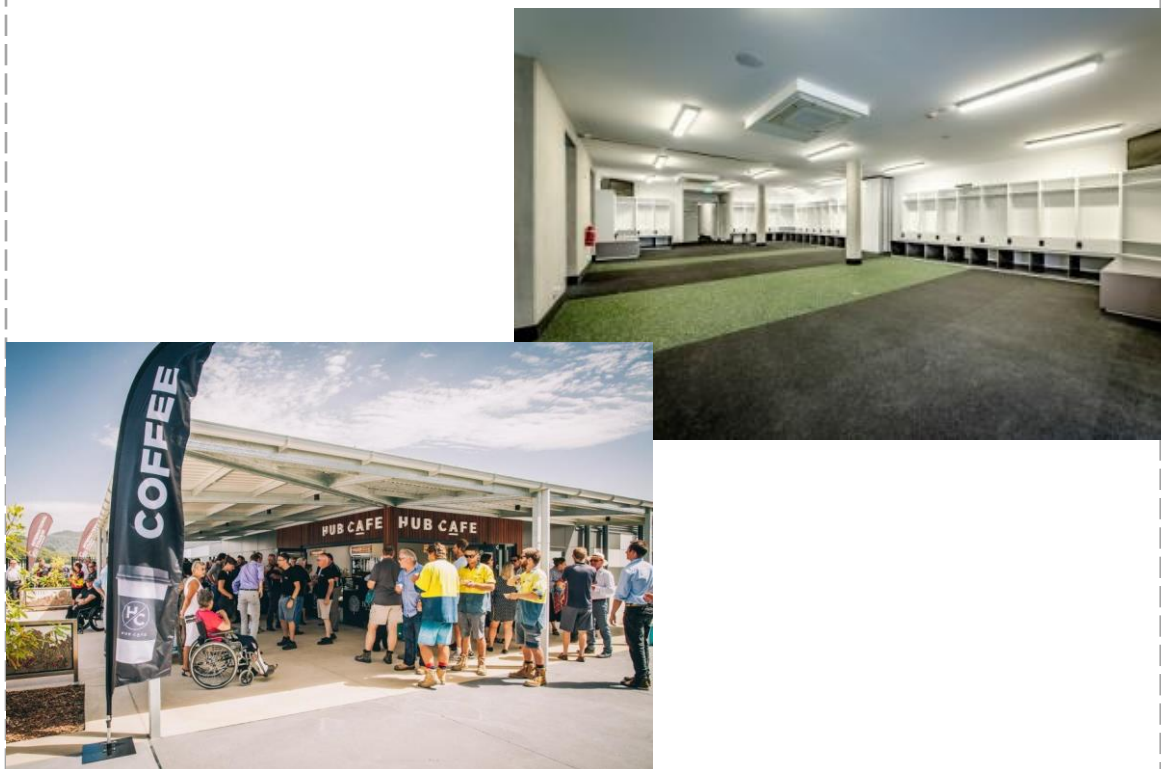
## Creating Liveable Communities

Council has undertaken the following projects to increase access to the built environment for people with a disability:

- Accessibility upgrades to public toilets at Woolgoolga Lakeside; Hills Beach, Korora, Saltwater Park, Harbour Drive, Coffs Harbour and Urara Park, Elizabeth Street, Coffs Harbour.
- Adult Change Place planned for Woolgoolga Beach Reserve upgrade.
- The Stadium upgrade has incorporated many accessible and inclusive features with input from the Disability Inclusion and Access Committee.
- Significant footpath upgrades at the Curacoa Street, Coffs Harbour, Market Street, Woolgoolga and Werambie and Wirrabilla Streets, Toormina.
- New accessible bus shelters introduced.
- New all abilities playgrounds at Pearce Drive and the West Coffs Regional Playground, designed on the NSW Government Everyone Can Play Guidelines.
- The application of accessible design principles and consultation with the Disability Inclusion and Access Committee for the City Centre upgrade.

### Highlight Project

Council has worked closely in partnership with the Disability Inclusion and Access Committee on the upgrade of the C.ex Coffs International Stadium. This has resulted in the addition of state-of-the-art technology and design to ensure inclusive access for sportspeople, support staff, media and community members.



**Council is working toward greater access across the LGA and has allocated funding in the 2019/20 budget for:**

- A \$1.2 million footpath construction program.
- Even more new accessible bus shelters.
- Development of an Integrated Transport Strategy which will consider accessible parking across the Coffs Harbour City and connection to accessible pathways.

## **Improving access to services through better systems and processes**

**Council has worked to increase access to information including:**

- Improvements to Council's website to increase accessibility with the inclusion of 'Readspeak' technology.
- Social media and web pages promoting access to beach wheelchairs.
- Completion of the project to upgrade the Coffs Coast Tourism website to allow people to filter accommodation for disability access.
- Inclusion of junior fiction titles in a print format for young people with dyslexia.

### **Highlight Project**

Council celebrated International Day of People with a Disability on 3 December 2018, with a community event that showcased an inclusive Zumba display, a theatre production by people with a disability and a question and answer session with Scott Doolan, who was the first paraplegic to climb to Base Camp of Mount Everest. The event held in the City Centre was attended by over 300 people and included representation by a range of disability support organisations.



**Council is investing in training to build skills and knowledge to support access including:**

- Mental health first aid and awareness

**Council continues to be committed to consulting with people with a disability:**

- Council's Disability Inclusion and Access Advisory Committee continues to meet monthly and regularly engages with Council staff.
- The Disability Inclusion and Access Advisory Committee also provided extensive input into the International Stadium accessibility upgrades and the City Centre redevelopment.

**Promote positive community attitudes and behaviours**

**Council has worked towards promoting positive community attitudes and behaviours toward people with disability through:**

- Celebration of International Day of People with a Disability.
- Showcasing an all abilities theatre production.
- Producing social media celebrating the achievements of people with a disability including Scott Doolan who was the first paraplegic to climb to Base Camp of Mount Everest.
- Promotion of library services to community members with a disability as a key audience.
- The inclusion of community members with a disability and the sharing of information about disability services on the MyCoffs Connect Facebook page.

**Council has worked to increase opportunities for people with disability to participate in community activities. This included:**

- Promoting the accessibility of venues for Seniors Week.
- The provision of a 'chill-out' space for people with autism at the Harmony Festival.
- Partnering with Sport NSW to provide opportunities for inclusive sport including an annual Inclusion Sports Day held at Sportz Central.
- Development of an Inclusive Beach Access Issues and Options Paper, which endorses Jetty Beach as a priority location for the development of inclusive beach facilities such as a Mobi-matt and the provision of two additional Hippocampe beach wheelchairs.



# Supporting Access to Meaningful Employment

Council has worked to increase employment opportunities for people with a disability including:

- The implementation of new flexible work arrangements that support employment of people with a disability and carers of people with a disability.
- Improvements to the level of accessibility of Council’s recruitment pages on the website.





COFFS HARBOUR CITY COUNCIL  
Locked Bag 155 COFFS HARBOUR NSW 2450  
[www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au)

